

AUGUST 14, 2013 – NOTES OF ACTION TAKEN BY THE SEVIER SCHOOL DISTRICT BOARD OF EDUCATION AT A MEETING HELD ON AUGUST 14, 2013, AT 3:00 PM IN THE SEVIER SCHOOL DISTRICT OFFICE.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Don Naser, and Richard Orr, as were Superintendent Cade Douglas, Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson, and Executive Secretary Patricia Sanchez. Board member Tom Hales was excused.

Also in attendance was Secretary Mavane Loftus.

President Johnson welcomed everyone to the meeting.

Don Naser offered the reverence and led the group in the Pledge of Allegiance.

ITEM #2. – CONSENT AGENDA. President Johnson called for objections on the consent agenda. Since there were no objections, the consent agenda received Board approval.

ITEM #2.A. – APPROVAL OF MINUTES. Minutes from the June 20 and July 9, 2013, Board Meetings and Closed Meetings were approved.

ITEM #2.B. – APPROVAL OF EMPLOYEES. The following individuals were approved for employment: **Thomas Schussler** as a custodian at North Sevier Middle; **Dustin Shakespear** as a counselor/basketball coach at South Sevier High; **Taylor Brewer** as a history/PE teacher at South Sevier Middle; **Charles Woodhouse** as a history/PE/language arts teacher at North Sevier High; **Tiffany Johnson** as an instructional assistant at North Sevier High; **Nonie Gay** as a music instructional assistant at Monroe Elementary; **Marvalee Anderson** as a teacher at Monroe Elementary; **Jaden Stevenett** as a teacher at Monroe Elementary; **Gordon Anderson** as a math/industrial education (CTE) teacher at North Sevier Middle; **Holly J. Robison** as a language arts/science teacher at Cedar Ridge High; **Travis Story** as a business teacher at North Sevier High; **Michael Webb** as a part-time custodian at North Sevier High; **Heather Utley** as a part-time custodian at Ashman Elementary; **Dana VonRolleston** as a bus driver in the South Sevier attendance area; **Brenda Prete** as a bus driver in the Richfield attendance area; **Wayne Oldroyd** as a bus driver in the Richfield attendance area; **Robert Lowe** as an EdNet instructional assistant at South Sevier High, and **Genette Williams** as a copy aide at South Sevier High.

ITEM #2.C. – SAFE WALKING ROUTES. The annual approval of the safe walking routes has now been identified as a requirement in the approval process of the School Trust Land plans. Annually, the District has updated the safe walking route plans for each community and school and distributed them to the parents through the schools. The proposed 2013-14 safe walking route plans received Board approval.

INSERT A

ITEM #2.D.1. – REVISION – POLICY #5060, AUDIT – FIRST READING. This change is made to bring our policy into compliance with State Board Rule R277-113. The proposed revisions received first reading approval.

ITEM #2.D.2. – REVISION – POLICY #5020, SCHOOL ACCOUNTING PROCEDURES – FIRST READING. This change is made to bring our policy into compliance with State Board Rule R277-113. This also establishes accounting procedures and practices for all of the schools to

follow and will provide for them a reference guide when they have questions. The proposed revisions received first reading approval.

ITEM #2.D.3. – REVISION – POLICY #5010, PURCHASING & PROCUREMENT – FIRST READING. This is to adjust the minimum threshold for procurement to the same level established by the state procurement policy. The proposed revisions received first reading approval.

ITEM #2.D.4. – REVISION – POLICY #3200, SECTION 504 – FIRST READING. This revision is to update the policy in regards to the changes that have been made in administration. The proposed revisions received first reading approval.

ITEM #2.E. – REQUEST FOR OUT-OF-STATE TRAVEL. Pathways Coordinator Jennifer Christensen received approval to attend the National Career Pathways Network Conference in San Antonio, TX on October 13-16, 2013. All expenses will be paid from CTE Pathway funds.

ITEM #2.F. – FINANCIAL SUMMARY. The financial summary for the periods ending June 30 and July 31, 2013, were approved as well as the list of checks issued in June and July 2013.

ITEM #3. – PATRON DIALOGUE. There was no patron dialogue.

ITEM 4.A. – DISCUSSION – ITEMS FROM THE BOARD.

- Pre-Delegate/Delegate Assembly report: Superintendent Douglas reported that the Delegate Assembly went well and many people attended. On Friday evening, Senator Lyle Hillard made a presentation to the group. The Saturday meeting items were debated and discussed at length. The assembly was in favor of one university or college providing the 60 credits required for an associate's degree through concurrent enrollment. This issue has gained a lot of momentum and support. They have yet to identify the college or university that would offer this. Superintendent also shared the 2014 Legislative Priorities adopted by the Delegate Assembly on August 10, 2013.

INSERT B

ITEM 4.B. – DISCUSSION – ITEMS FROM ADMINISTRATION.

Items from Pat Wilson

- Construction projects:
 - The RHMS chiller project is basically completed with just a few small punch items left. During this project there was an increase in the power bill.
 - The SSHS pressbox is completed and now needs the data connection installed.
 - The PES remodel is coming along well. The carpet will be installed this week along with some cabinet adjustments.
 - The SSMS seismic project has all of the cement poured and the sheet-rockers are to be there shortly. The lockers are all put together and the inside is mostly done. The project should be completed before school starts.

– At KES, the windows have been removed and the masonry has begun on the storage building. The storage-shed project is under the state bid process. Mr. Wilson explained that Yerba Bueno had contracted with Busk Construction to do the framing and masonry, in which, they came in with the second high bid. They contracted with RJ Christensen to do the cement work. This project will give the District an opportunity to see how the new state process works out.

– The CRHS rain gutter project is basically finished.

– The NSHS boiler room will be finished earlier than expected. The masonry and the framing are completed and the boiler has been installed.

– The SSMS portable is being put in place and will need some work (carpet, painting, electrical work, technology).

Overall, the summer projects have gone well. He expressed appreciation to the different contractors who have worked hard and quickly to get the projects completed.

- Mr. Wilson was recently informed that Board members are not allowed work in any paid capacity inside of the School District; it is illegal under the law. They are welcome to volunteer but can't be a paid substitute.

- Talking points on the Sevier Power gas line: Mr. Wilson explained that the power plant is progressing and they are working on their permitting process as well as working on a gas line. The gas line that is needed for the power plant is between 8-10 inches. The gas line that's being proposed is between 18-20 inches. It is believed that Questar doesn't have sufficient gas capacity in the valley to support all of the new growth that's coming. The District has put gas boilers in every school and they are burning much more gas than before, which is a concern if there were to be a constrained supply. The District feels the larger pipeline could help bring additional natural gas into the valley and provide additional opportunity for competitive pricing. The District doesn't have to buy from Questar; there are other options available. The Sevier Power officials are trying to bring in a larger pipeline so that it can support gas and other increased demands required by new growth.

INSERT C

- Audit committee: Mr. Wilson explained that the new guidelines of the policy basically say that no one other than the elected official can serve on the committee. The new law states that the audit committee has to be independent of anyone working in the management structure. His recommendation would be to have all Board members serve on the audit committee. Management is allowed to attend meetings and answer questions if need be.

- The independent audit dates are as follows: September 18-20 – 9:00 a.m. to 10 p.m. daily

- Closed meeting training: One of the items that has surfaced with the state auditor's office is compliance of the open meetings act. They want to know that the training has actually taken place and are districts going into closed meetings to discuss the appropriate items. Only certain subjects are allowed in a closed meeting, which are: negotiations, real property, litigation, personnel, resource officer structure, placement, and location, and security cameras. Mr. Wilson encouraged Board members to be very conscientious about what is discussed. Decisions are not to be made in closed meetings, only in open meetings. There are many more requirements to be met than in the past.

- The State Auditor's office is becoming more involved with schools. They've taken on a new role and are checking to see that schools are compliant. Written policies are now required. It puts much more weight when requirements are put in a written policy other than a guideline.
- Healthy Utah is scheduled for Monday and Tuesday, August 19-20 from 9:00 a.m. to 5:00 p.m. at the District Office. Board members and their spouses were invited to participate.
- Voter demographics were shared that showed surprising results. Mr. Wilson explained that the District targeted the 30 to 40 age group for support; however, the 50 and over were the largest group of voters. Those in the age group of 30 to 40 year olds made up only 11 percent of the total vote. It was disappointing because they are the ones who have children in the system. Sixty-nine percent of the voters were over 50 years old. They are those who have developed the traditional values of that age bracket and are good solid people with character, doing what they know is right, and getting to the polls to cast their vote. The people who voted these two issues in are people on fixed incomes and don't have many children left in the system, however, they stood up as statesman to make a difference in the life of kids as what was made for them.

INSERT D

Items from Superintendent Douglas

- Report on teacher preparation K-16 Alliance: Superintendent Douglas reported that he had visited with state officials about the concerns of better preparing teachers for the classroom. He stated that university representation is present at most of the superintendents' meetings and that they do ask for input. They appear to be aware of the issues and are starting to address them. He felt that Sevier District has very competitive teacher pools and very fortunate to have good educators in our schools.
- Principal evaluation and report cards: Superintendent Douglas stated that a lot of time had been spent on goal setting and expectations, and that the principals have been very responsive. Superintendent Mickelsen began the work on the evaluation process and now the current administration is putting it into action. He provided a copy of the principal evaluation and the report card and commented that the teacher evaluation will look similar to this one by the end of the school year. He commented that teacher evaluation based on the new teaching standards is now a state law. Any raise in pay has to be tied to the evaluation. Sevier District is in the lead in the state for developing evaluations.

INSERT E

- Principal goal setting sheets: Principals have been provided the goal setting sheets, which are due back to the superintendent by the start of school. Some of the goals have been made more flexible. This is also a requirement by the state.

INSERT F

- Opening Institute/Back-to-School Bash: Superintendent shared the agenda for Opening Institute to be held on Monday, August 19 at 8:00 a.m. in the Sevier Valley Center theater. Board members were invited to participate. Mr. Hansen asked that instructional assistants be invited to Opening Institute especially where security issues will be presented. Principals will be reminded to invite them.

Superintendent explained that this was the first year the District would be hosting a back-to-school appreciation barbecue for all District employees and their families. The event is scheduled for Monday, August 19 at 5:30 p.m. at the Lion's Park. The District is prepared to feed anywhere from 900-1200 persons and the response has been very positive.

- NWEA case study: Superintendent Douglas stated that he had been contacted by NWEA and they asked if they could do a professional article on the District. The article outlines the work of Superintendents Thorne and Mickelsen, Mrs. Albrecht, principals, teachers, and highlights the tremendous work that's been accomplished over the past ten years as it relates to student achievement and assessment. The data included in the article that Sevier District consistently outgrows the national norms. The article is very positive and will be nationally published and available online.

INSERT G

- Superintendent Douglas reported that KSVC Radio has scheduled a radio spot for the District on the 4th Tuesday of every other month at 9:00 a.m., with the next one being broadcast on September 24. He stated that the radio station, The Richfield Reaper, and The Salina Sun have been very supportive and friendly to education. Principals will be invited to participate throughout the year. Board members were also encouraged to participate if they so desired.

- Superintendent reported that Governor Herbert had created a DVD and asked that it be shown at each districts opening institute.

- Superintendent commented that USOE is being proactive by inviting parents to come and see the new SAGE assessment. The state has put together an opportunity for a committee of 15 parents to view and analyze the assessments. Any parent in the state is invited to apply to serve on the committee. The Common Core was developed by a governor's group and wasn't a federal mandate. There are multiple benefits to the Common Core such as, higher level thinking and writing across the curriculum.

Items from Gail Albrecht

- District NWEA & EPAS goals: Mrs. Albrecht explained that the NWEA goals for this year contain a new section for kindergarten and first grade goals. The state doesn't have a test for kindergarten and first grade students. Their window will remain the same using MAP for early grades fall, winter, and spring. The goals have increased for this group of students because they will have consistent test windows. Proficiency goals are based on the percent of students who met the national norm and growth goals are based on the percent of students who met their growth target.

The District will be using NWEA this school year, however, it is not connected to the spring CRT results. This year, the state will not give CRT's but will be using SAGE, which is the new assessment. The District will administer NWEA assessments in March rather than May for grades 2-11. This creates a shorter instructional window than they are used to having so it will be more difficult to achieve the goals. For this reason, the goals for grades 2-11 are identical to last year's goals. NWEA will conduct a study to equate our spring NWEA results with the new SAGE assessment. This study will allow fall and winter NWEA scores to be predictive of SAGE proficiency.

Mrs. Albrecht explained that last year, students were given the EXPLORE (8th grade) and PLAN (10th grade) assessments in the spring. The spring assessment allowed students to have a longer instructional time and generally higher scores. The state has since gone back to requiring EXPLORE and PLAN to be administered in the fall, so students will have a shorter instructional window. For that reason, the District goals for this year were not increased for those two tests. ACT goals were increased because the testing window remains consistent.

INSERTS H-I

- New teacher evaluation: Mrs. Albrecht shared with the group the ten Utah Effective Educator Standards, the USOE Model Evaluation System, and the Educator Evaluation. Principals will be orienting their teachers to what the standards are and it will be a yearlong effort to make them fully aware. Teachers will be evaluated by their principal and based on observation, conferences, documents, and data. Each teacher will complete a self-assessment and develop a professional growth plan.

INSERTS J-K

- SAGE timeline: Mrs. Albrecht stated that SAGE has a formative component similar to the product the District use to used called UTIPS. It is a bank of teacher created questions that could be used to create a test, however, the questions weren't vetted as to their reliability and validity. The District used UTIPS years ago but now uses YPP, which has great research and all of the questions are valid and reliable. The SAGE system is an adaptive test and the formative portion will be in place by October. However, on the spring SAGE assessment, the District will be unable to get immediate results as it has in the past with NWEA. Results will most likely be in July of next year. The spring of 2015, the system should be fully operational and give immediate feedback.

INSERT L

- UCAS & school grading: Mrs. Albrecht provided a copy of NSHS's school report for the 2011-12 school year, which ranked as the number one high school based on the UCAS system. All of the District's high schools ranked in the top 15. Part of UCAS is based on growth and part of it on achievement. Mrs. Albrecht reported that the UCAS reports are out for this year and will be made public on September 3. The District has the reports and will review them for errors before they are made public. This year, EPAS is included. A school grading sample sheet was provided and Mrs. Albrecht shared the following preliminary information: Elementary schools: 10 percent A's, 45 percent B's, 31 percent C's, 11 percent D's, and 4 percent F's. High schools: 6 percent A's, 38 percent B's, 34 percent C's, 10 percent D's, and 13 percent F's. In Sevier District, preliminary results show that one high school received an A grade, all other schools received a B grade, except for one elementary and one middle school that received a C grade.

INSERTS M-N

- Mrs. Albrecht explained that there was an error on the District PLC date previously shared with the Board and that the correct date is September 17, 3:30-5:30 p.m. Board members were invited to attend.

ITEM #5. – CLOSED MEETINGS. A motion was made at 4:43 p.m. by Jack Hansen and seconded by Richard Orr to take a break and go into the Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual(s), negotiations, and litigation. Voting went as follows: yes – Clint Johnson, Jack Hansen, Don Naser, and Richard Orr. Motion passed.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Don Naser, and Richard Orr, as were Superintendent Cade Douglas, Assistant Superintendent Gail Albrecht, and Executive Secretary Patricia Sanchez. Board member Tom Hales and Business Administrator Patrick Wilson were excused.

A motion was made at 5:04 p.m. by Richard Orr and seconded by Jack Hansen to go out of the Closed Meeting. Voting went as follows: yes – Clint Johnson, Jack Hansen, Don Naser, and Richard Orr. Motion passed.

ITEM #6. – ACTION ITEMS. A motion was made by Don Naser and seconded by Richard Orr to move the accountant position from the classified salary schedule to the administrative salary schedule and to tie it to an elementary principal salary schedule effective July 1, 2013. Motion passed unanimously.

A motion was made by Jack Hansen and seconded by Don Naser to approve the appointments of the Sevier District Board of Education to serve as members of the audit committee, and to approve change order #1 for the Cedar Ridge High School project. Motion passed unanimously.

INSERT O

A motion was made by Richard Orr and seconded by Don Naser to proceed forward with preparations to issue the bonds. Motion passed unanimously.

A motion was made by Don Naser and seconded by Jack Hansen to approve the District to create a position for a Technology Director. Motion passed unanimously.

A motion was made at 5:07 p.m. by Jack Hansen and seconded by Richard Orr to adjourn the meeting. Motion passed unanimously.

I certify that upon motion duly made, seconded and passed, the Board of Education of the Sevier School District approved the foregoing minutes on the 11th day of September 2013. I further certify that a quorum of the Board was present on both the day covered by these minutes and the day of approval.

Patrick Wilson, Business Administrator